

Alaka'i O Kaua'i

PUBLIC CHARTER SCHOOL

Job Title – School Director

Reports to – Governing Board

Organization Overview

At Alaka'i O Kaua'i school, we are building an innovative model based on what research shows works for deeper learning while providing a place children look forward to learning in. We believe passionately in project-based learning because it goes to the heart of how kids learn. Incorporating technology, culture and the arts with the core curriculum, we are supporting the organic process of learning.

We value and encourage leadership not just as a part of a career track but by instilling in each learner the confidence and character that inspires others.

Finally, we value the social and emotional development of our learners. We believe there is an implicit, as well as an explicit, curriculum to teach. Our goal is nothing short of learning, to change the world.

Position Overview

Reporting to the the Governing Board, the School Director serves in a dual role. The School Director will be the day-to-day operations manager and the educational leader, responsible for managing and implementing policies, procedures, educational programs and curriculum activities to ensure that all learners, administration, and staff are supervised in a safe and healthy environment that supports the mission and vision of Alaka'i O Kaua'i school.

The School Director will work collaboratively and establish strong, positive and effective relationships with all stakeholders and communicate effectively with families and community.

School Director's regular hours are Monday through Friday during school office hours and on additional days and times as needed to participate in Alaka'i O Kaua'i functions, outreach, and career learning opportunities.

Duties and responsibilities

- Articulate and support the philosophy and direction of Alaka'i O Kauai's academic program.
- Implement program initiatives through appropriate professional development for staff.
- Lead effectively within a team environment.
- Communicate effectively with staff, students, parents, community, private partners and outside agencies to better meet the needs of the students in the school.
- Use appropriate communication tools, especially current technologies.
- Exhibit and promote multicultural awareness, gender sensitivity and racial and ethnic appreciation.
- Implement a shared decision-making process agreed upon by all stakeholders.
- Establish a framework for collaborative action and involve the school community in developing and supporting shared beliefs, values, mission and goals for the school.
- Analyze student assessment information and prepare reports and recommendations to the board based on this information.
- Make informed, objective judgments.
- Work with staff to create an effective staff development plan for all staff.
- Maintain and promote confidentiality as the norm under which the school operates.
- Annually evaluate the performance of all school-based staff.
- Manage the day-to-day operations of the school.
- Employ and monitor acceptable accounting procedures in the maintenance of all fiscal records.

Alaka'i O Kaua'i

PUBLIC CHARTER SCHOOL

- Work effectively with the school governing board.

Other Responsibilities

- Exhibit a desire and ability to maintain professional competence by engaging in continuing education, professional development and skill upgrading.
- Exhibit a willingness to work as a vital part of the School team to ensure continuous improvement for students, staff and the Alaka'i O Kaua'i community as a whole.
- Demonstrate a love of students, enthusiasm for teaching, the belief that each student can and will succeed and the willingness to do whatever it takes to make that happen.
- Demonstrate a belief in Alaka'i O Kaua'i's mission that all students will learn and successfully master the content and skills necessary for advanced post-secondary education.
- Create and maintain a safe, orderly, positive and effective learning environment.
- Create and maintain a climate of respect and fairness for all staff and students.
- Other duties as defined by the Governing Board.
- Represent the school to the Hawaii State Charter School Commission, keeping up with assurances and charter contract requirements, as well as aiding in any needed amendments or responses to concerns.

Required and Preferred Qualifications

- Credential: Professional Administrative Credential and/or Masters Degree in Education or equivalent.
- Minimum five years experience in the education field.
- Management, administrative and instructional expertise.
- Curriculum implementation expertise.
- Experience creating and managing school budgets.
- Willingness to learn about charter school leadership.
- Knowledge of and experience with Hawaii Labor and Union laws and contracts
- Willingness and/or experience to be hands-on in all departments for a start-up charter school

Alaka'i O Kaua'i is an Equal Opportunity Employer and is committed to fostering diversity within its staff.

Alaka'i O Kaua'i promotes equal opportunity for all employees and applicants. In doing so, we comply with local, state, and federal laws and regulations to ensure an equal employment opportunity for everyone. We don't discriminate in employment opportunities or practices on the basis of race, ancestry, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, citizenship, military service obligation, veteran status or any other basis protected by federal, state or local laws. Our policies and personnel practices are intended to ensure that all of us are treated equally with regard to recruiting, hiring, and advancement, and our decisions on employment are made to further the principle of equal employment opportunities for employees.